

DATE: February 1, 2010

TO: City Clerk

FROM: Representative Carl Robinson

ADDRESS 2 Civic Center Plaza, El Paso, TX TELEPHONE (915)541-4400

Please place the following item on the (Check one): CONSENT XX REGULAR _____

Agenda for the Council Meeting of February 9, 2010

Item should read as follows: Appointment of Manuela Yolanda Torres to the Greater El Paso Civic, Convention and Tourism Advisory Board as requested by Representative Carl Robinson, District 4.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/RE-APPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Greater El Paso Civic, Convention and Tourism Advisory Board

NOMINATED BY: Representative Carl Robinson DISTRICT: 4

NAME OF APPOINTEE Manuela Yolanda Torres
(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Jane Ratcliff

EXPIRATION DATE OF INCUMBENT: 07/19/2009

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X
RESIGNED _____
REMOVED _____

DATE OF APPOINTMENT: 02/09/2010

EXPIRATION DATE OF NEW APPOINTEE: 02/09/2012

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X

2nd TERM: _____

UNEXPIRED TERM: _____

MANUELA YOLANDA TORRES

email address:

On January 31, 2009, I retired from Federal Civil Service after 42 years of continuous employment. I worked first at Fort Bliss six years and for U.S. Secret Service thirty-six years. My career with USSS started in El Paso and took me to work for them at the American Embassy in Rome, Italy from January 1988 through January 2004 at which time I transferred to USSS Headquarters in Washington, DC and worked there until my retirement.

I believe that my strengths are my flexibility and my desire to learn and grow. The six years at Fort Bliss introduced me to a variety of personalities in co-workers of all ages and backgrounds both military and civilian. During the 36 years with USSS, I'd say that the single most important lesson I learned is to listen to others and negotiate with them to arrive at a desirable, suitable solution to any problem or issue.

I graduated from El Paso High School in May of 1966 and started working at Fort Bliss on June 13, 1966. I worked full-time and went to UTEP part-time eventually earning a Bachelor of Business Administration four-year degree. I successfully completed a Dale Carnegie course on effective speaking and I was a member of Toastmasters International from 2004 through 2009.

During my career with USSS, I moved up from Supervisory Office Manager to Training Analyst for the International Programs Branch. My contributions were diverse because I evolved into a "walking encyclopedia" of USSS policies and procedures. I maintained a Top Secret Clearance the 36 years with USSS. My supervisor at the time I retired was Dave Chaney, telephone number 202-406-5267.

Thank you for your consideration!